

City of Newport Beach - Building Department**ADMINISTRATIVE POLICY**

Effective Date	Subject	Policy No.
April 1, 1999 Revised: August 23, 2002	Special Inspection Disciplinary and Appeal Procedure	Admin. 306.2

When, in the judgment of a Principal Building Inspector, a Special Inspector has violated the terms of the Newport Beach *Special Inspector's Manual*, the following remedies shall apply for first offences:

- Ø Providing a special inspection when no approved plan is available on site or if no permit for the work exists: 60 days suspension
- Ø Allowing work to continue when the Special Inspector is aware that the work does not conform to the approved plan: 60 days suspension
- Ø When a Special Inspector has multiple instances of failing to notify the Building Department when he/she intends to be on one of our job sites: 60 days suspension
- Ø Multiple instances where the Special Inspector fails to provide reports on the Building Department prescribed form in a timely manner: 60 days suspension
- Ø Claiming that the Special Inspector was continuously present for inspection when the Building Department finds evidence to the contrary: 60 days suspension
- Ø Overstepping the Special Inspector's authority and providing inspection that should be performed by the City Building Inspector without permission in advance: 60 days suspension
- Ø Failure to comply with any other provisions of the *Special Inspector Manual*: 60 days suspension

The above disciplinary remedies are to be used for a first offense only. Further violations or repeats of the same violation will result in further discipline as determined by the Principal Inspector but in no case shall be less than 180-day suspension. The Principal Building Inspector will weigh the severity and circumstance of the second or repeated violation and decide the appropriate discipline up to and including revocation of Special Inspector privileges.

A disciplinary action against a Newport Beach Special Inspector may be appealed in the following manner:

The Special Inspector may make a written request within 10 days of notice to appeal the disciplinary action. This request must include reasons for appeal. A hearing will be scheduled

before the Chief Building Inspector within 10 days of the appeal receipt.

In the event that a hearing before the Chief Building Inspector does not resolve the appeal, the Special Inspector may make a written request to appeal the Chief Building Inspector's decision to the Building Official. Another hearing will be scheduled within 10 days and the Building Official's decision shall be final.

Jay Elbettar, Building Director